Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, save, review and revise data, and submit reports. It provides for timely and accurate reporting as all tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the NTD Annual report.

What Has Changed from Prior Year

New CEO Certification and correspondence templates have been developed.

Upon NTD's receipt of CEO Certifications or Nine or Fewer Vehicle waivers the CEO will receive an automated acknowledgement from FTA that the correspondence has been logged and is being processed.

Internet Reporting System Security

Numerous measures have been taken to ensure that all data entered into the Internet Reporting system are safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secure web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed from the **NTD Home** page.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet browser settings
- Access the Internet Reporting website at www.ntdprogram.com
- Access your transit agency's NTD report via the **NTD Home** link.

Connecting to the Internet

Use your Internet service provider (ISP) to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0).

If you don't have the latest version of the browser, go to Microsoft.com to download the latest version free of charge.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools / Internet Options / General / Temporary Internet Files Settings / Every Visit to Page.

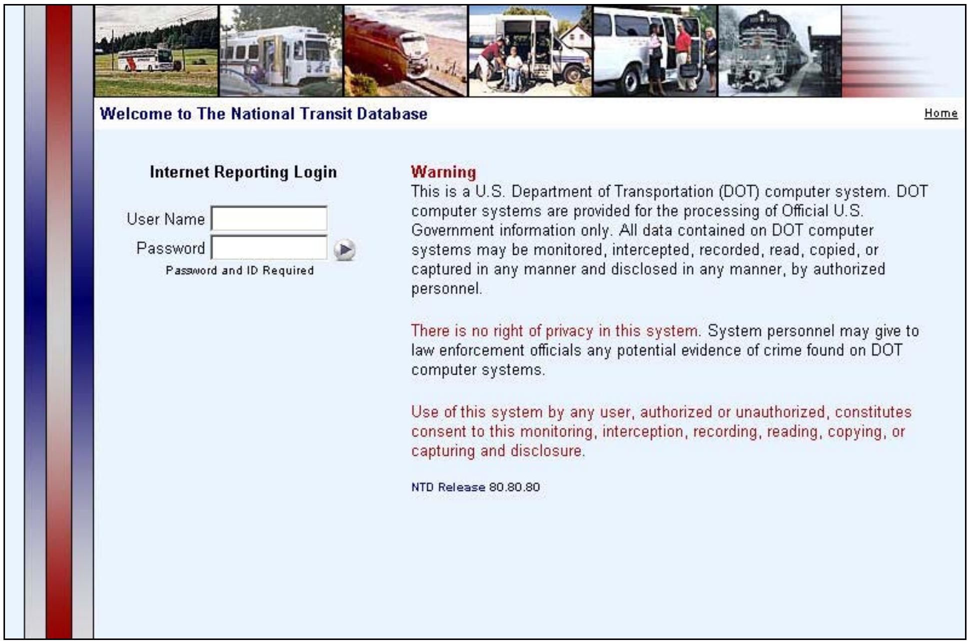
The National Transit Database Website

The **NTD Home Page** offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain and NTD ID number and an overview of the NTD reporting forms.
- **Urbanized Area and Monthly Ridership Reporting Information:** Access to .html and .pdf versions of the current Urbanized Area and Monthly Ridership Reporting Manuals, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting Information:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Glossary, Newsletters, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Nonurbanized Area (Rural) Information:** Access to the Nonurbanized Area (Rural) Reporting Manual, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Asset and Condition Reporting Login:** Future link.
- **NTD Publications and Reference Materials:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends and other related NTD reference materials.
- **NTD Data and Analysis Tools:** View, print or download NTD databases, historical data, special reports and future analysis tools.
- **Announcements and Updates:** FTA will be posting new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback and Photo Gallery:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program. Also, NTD invites all reporting agencies to submit transit related photos via this link. Along with the photos, please provide the agency name and a brief description of the photo.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Information and Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
  - Federal Transit Administration (FTA)
  - FTA Safety and Security Office
  - U. S. Department of Transportation (USDOT)
  - National Transit Library
  - American Public Transportation Association (APTA)
  - Bureau of Transportation Statistics
  - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Logon** page. Enter your User Name and Password to gain access to **NTD Report Home**.



Levels of Access

Internet Reporting provides four levels of access to the Annual Report:

1. **CEO access:** Edit forms (data entry), approve Chief Executive Officer (CEO) Certification and submit report
2. **Contact Person access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report
4. **Viewer access:** View only including forms, issues, notes and correspondence.

User Names and Password

The system access level is determined by the user name. The first three characters of the user name define the access level and the last four digits represent the transit agency's NTD ID. There are four types of user names corresponding to the four access levels available within the Annual Report:

1. CEO — CEOxxxx
2. Contact person — NTDxxxx
3. Editor — EDTxxxx
4. Viewer — VWRxxxx.

Each transit agency is e-mailed this set of user names with a password for each. Transit agencies determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.

The CEO and NTD contact person use the same password for both report areas. Beginning with the 2006 report year, the CEO and NTD contact person may access all reporting areas (Urbanized Area, Monthly Ridership and Safety and Security) from the **Home** tab.

NTD Reporting Structure

Annual Report includes the following tabs:

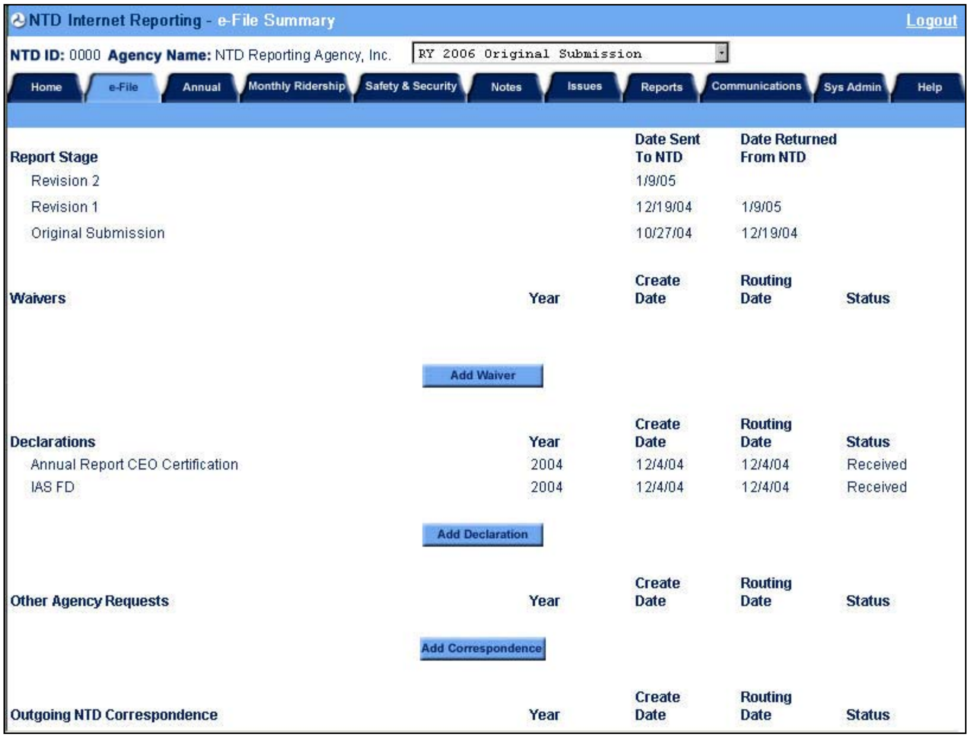
- **Home:** The starting point when entering the NTD report. It displays the transit agency's NTD analyst information and any project related announcements.
- **e-File:** A listing of all declarations, waivers, other general correspondence and current year report submission stages. This screen provides a means for a transit agency to view the text of existing declarations, waivers, fixed guideway requests and general correspondence, and to add documents via a file attachment or by modification of a pre-existing template. These can be submitted to NTD from this screen.
- **Annual:** A listing of the reporting modules and forms and provides access to the specific forms necessary to complete the NTD Annual report. It is from this screen that the transit agency submits the NTD Annual report. The **Submit** button

appears at the bottom of the **Forms Summary** screen after the CEO approves the CEO Certification on the **e-File** screen.

- **Monthly Ridership:** The NTD contact person is responsible for the forms. The information is used by the NTD to customize the incident reporting forms for the transit agency, to collect monthly information regarding transit service provided by the transit agency.
- **Safety and Security:** This screen provides access to the Safety and Security Module forms for editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Reporting Manual.
- **Notes:** Displays all the Form Notes added to the transit agency's report. Internet Reporting allows the transit agency to create Form Notes to provide additional information applicable to the overall form.
- **Issues:** Displays all the Issues generated for the transit agency's report. Issues highlight potential problems with specific data items (specific data which fall out of a typical range of values) and may be generated each time the transit agency saves a form or submits the NTD Annual report. To correct an Issue, the transit agency may either change the data item on the appropriate form or attach a Comment to the individual Issue and explain. Use this screen to review the Issues for entire report (form by form) prior to submitting your NTD Annual report.
- **Reports:** Print and export reports (All Portrait Forms, All Landscape Forms on Letter Paper Size, Landscape Forms on Legal Paper Size, Notes and Issues, Service Characteristics – Time Series, Key Performance Indicators, Revenue Vehicle Inventory – Prior Year's History, and Operating Expenses by Function and Hourly Wages – Prior Year's History). All reports have been developed to allow the transit agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.
- **Sys Admin:** Change NTD passwords—CEO, NTD Contact Person, Editor and Viewer. You may only change your password. Should you need assistance, contact your NTD analyst.
- **Help:** Online version of the Reporting Manual.

Home: The Annual Report Home Page

After completing the logon process you will be taken to the **Annual Report Home** page. Click the **Home** tab near the top of any screen to return to the **Home** tab from another area.



e-File: Sending Declarations, Waivers, Fixed Guideway Requests and General Correspondence to NTD and Viewing Report Submission Stages

The **e-File** tab gives transit agencies a centralized area in which to compose, organize and track their correspondence with the NTD program.

All correspondence, waivers and other requests, as well as the CEO Certifications and Independent Auditor Statement for Financial Data (IAS – FD), are attached and submitted using the **e-File** tab. The **e-File** tab provides greater organization and tracking of all transactions:

- General correspondence is organized by sender:
  - Reporting agency
  - NTD program staff.
- Most correspondence can be created using standardized templates. Once generated, correspondence is stored on the **e-File Summary** screen without the need for external files.
- The status or phase (approved, denied, etc.) of the process for each correspondence item is indicated under the **Status** heading by correspondence type.

E-mail responses are sent to the transit agency following requests through the **e-File** system. Examples of letters sent from FTA to transit agencies are:

- Waiver Request: Nine or Fewer Vehicles Waiver correspondence
- Close Out correspondence
- GC: Late Letter correspondence
- GC: Late Response correspondence.

The **e-File** tab is located between the **Home** tab and the **Annual** tab. The **e-File Summary** screen provides a snapshot of the status of the NTD Annual report:

- Report stage
- Waivers
- Declarations
- Other agency requests.

Report Stage

This section lists the dates that the original report submission and each subsequent revision were sent to NTD and returned to the transit agency. Most of the information listed pertains to the current report year. However, some correspondence or requests may pertain to future years. These items will be displayed indicating the future report year. In most cases, correspondence spans two report years. You may now select up to two report years for the same request.

To view prior years' e-File information, use the **Report Drop-Down** menu, located at the top of the **e-File Summary** screen, to select the year you wish to view. Note that e-File information is not available prior to RY2002.

To add correspondence for prior years' e-File information, click the **Add Correspondence** button on the current year's **e-File Summary** screen. Select the year for which you wish to add correspondence from the **Add Correspondence** screen.

Waivers

This section contains the correspondence for any waiver requests as well as their current status. Waivers include:

- Nine or fewer vehicles
- Data
- Financial statement
- Reporting
- Passenger mile sampling.

Declarations

This contains the declarations submitted to NTD via the **e-File** and their current status (Not Submitted, Received, Cancelled, Approved, Approved with Issues, and Denied). The declarations are:

- CEO Certification – Annual Report
- Independent Auditor Statement for Financial Data (IAS – FD).

Other Agency Requests

All other correspondence between the transit agency and NTD is contained in **Other Agency Requests**. Examples of this type of correspondence are:

- Clarification of a reporting requirement
- Fixed Guideway (FG) requests
- Change in transit agency fiscal year
- Request to file a consolidated report.

Other Agency Request Type menu selection:

Consolidation Request
Extension Request
FY Change Request
New Fixed Guideway Segment Request
New ID Request
Other Agency Correspondence

Report Stage

As reports are submitted, each report stage and the corresponding submittal date are auto-generated under the **Report Stage** section of the **e-File Summary** screen. The various stages that can be listed are:

- Original submission
- Working data
- Revision.

Waivers, Other Agency Requests and Declarations

Waivers and Other Agency Requests are all considered correspondence. The following discusses each type of request and describes the steps taken to create, edit and submit them. Some declarations are also submitted in the e-File.

Adding a Request and Declaration

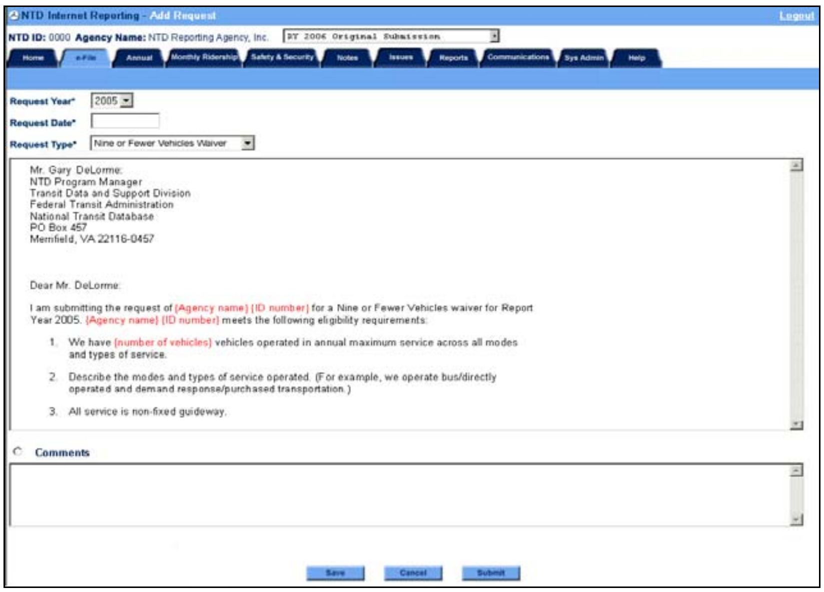
On the **e-File Summary** screen buttons are available for each type of correspondence request and declaration (i.e. waivers, declarations and other agency requests). Click the appropriate button to initiate a specific request and display the **Add Correspondence / File** screen.

Once a request or declaration is initiated, users will be directed to the **Add Correspondence / File** screen. On this screen there are several specific pieces of information that are required, including:

- **Report Year:** This is a required field that identifies the report year for which the correspondence is made. In most cases, transit agencies will be adding correspondence that will be applicable to the current report year; however, correspondence pertaining to a future report year may also be initiated. Both current and future report year correspondence will appear on the **e-File Summary** screen by report year.
- **Type:** This is a required field. Use the **Drop-Down** menus to identify the type of correspondence to be submitted. For example, if the user arrived at this screen by clicking the **Add Waiver** button, the **Drop-Down** menu will display the five waiver types. If the user clicked the **Add Declaration** button, the four declaration types will be listed.

Add Waiver Type menu selection:
Nine or Fewer Vehicles Waiver
Data Waiver
Financial Statement Waiver (IAS–FD)
Reporting Waiver
Passenger Mile Sampling Waiver

Add Declaration Type menu selection:
Annual Report CEO Certification
Independent Auditor Statement for Financial Data



Templates

The templates contain NTD standardized content for each correspondence type. From the **Drop- Down** menu, select the appropriate correspondence **Type**. A window will open and the text of the selected template will be displayed within the window.

Within the body of the templates there are a series of fields comprised of letters and short descriptions enclosed in square brackets throughout the text (i.e., **[vehicle type]**). These fields indicate required information necessary for NTD to process the request. These fields must be completed by the transit agency and should be reviewed carefully and updated as necessary prior to submission.

Read the text of the template carefully, complete all required data fields, make edits as necessary and when finished, click on the **Save** button. Once the content of the correspondence is reviewed, edited and approved, the request is submitted to the NTD by clicking on the **Submit** button. You may also print the correspondence on agency letterhead and attach it to the **e-File** tab under the **Other Agency Requests** heading.

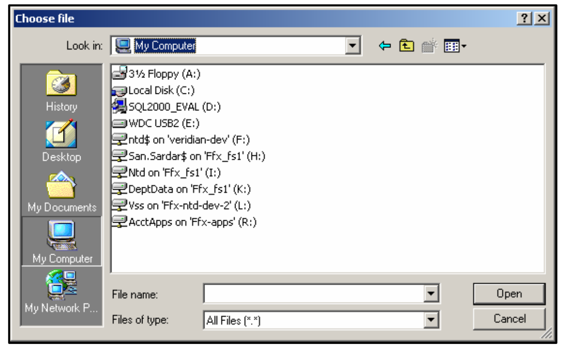
If a template is not available for the type of request the transit agency needs to make, compose the request on transit agency letterhead, save the document and submit to the request to NTD following the guidelines below.

Editing a Request

Appropriate transit agency personnel can edit the request at any time after the request is saved and prior to submission. To edit the request click on the link to the file you wish to edit (**Data Waiver**). The file will open allowing the user to edit the content as necessary; however, several of the fields used to identify the specific request are not editable. To edit the attachment:

- Open the document
- Make the edits
- **Save** or **Submit** the request using the buttons at the bottom of the screen.

Attaching Correspondence



Other types of correspondence may also be attached under the **Other Agency Requests** heading on the **e-File** tab. To attach the written request select the **Letter Attachment** radio button, then select the **Browse** button. A Windows **Dialog** box will appear. The appearance of the window may be different based on the operating system (Windows NT, 2000, 95/98, Apple Mac, etc…) being used. Navigate to the directory in which your file is stored and click **Open**. The file name will appear in the text area to the left of the **Browse** button.

Saving Correspondence

The final step in creating correspondence (waiver, declaration or other agency request) is to save and / or submit the request or declaration by using one of the three buttons at the bottom of the screen.

Internet Reporting provides four levels of access:

1. **CEO access:** Edit forms (data entry), approve CEO Certifications, Nine or Fewer Vehicle Waivers, Reporting Waivers, save and submit the report, Monthly Ridership Reporting.
2. **NTD Contact Person access:** Edit forms (data entry), save and submit the Urbanized Area and Monthly Ridership reports.
3. **Editor access:** Edit forms (data entry) and save the report, cannot submit report.
4. **Viewer access:** View only including forms, issues, notes and correspondence.

These roles control the permission level of each user, allowing them to perform certain tasks within the system. While certain users can create, save, and submit requests others may only be able to create and save or simply view the request. This type of role-based security allows Internet Reporting to verify that the appropriate people are making the necessary requests. Based on a user's role, they will see a **Cancel**, **Save** and / or **Submit** button. For example:

- The **Cancel** button is available to all users. Cancel simply exits the form and no changes are saved.
- The **Save** button is available to those users with CEO / NTD / EDT passwords. Once data are entered the request may be saved. Once saved, the request is stored and can be reviewed and edited as often as necessary prior to submitting the report to NTD.
- The **Submit** button is limited to the CEO and contact person. However, there are specific requests such as the CEO Certification that can only be submitted by the CEO. Submission of those requests requiring CEO-level access is considered CEO approval.

  Clicking on the **Submit** button will save and send the correspondence to NTD.

Once the request is saved or submitted, the user is returned to the **e-File Summary** screen. The **e-File Summary** screen will display the request under the appropriate heading, followed by the identifying subject line, the year for which the request is relevant, the date the request was created, and the status of the request.

Upon receipt of CEO Certifications or Nine or Fewer Vehicle waivers at the NTD project site an e-mail will be sent back to the CEO and contact person acknowledging receipt of the correspondence. This acknowledgement will also be posted on the **e-File** tab. Should the agency identify problems with the original request, or if the CEO does not acknowledge that a CEO Certification was submitted, you should contact your Validation Analyst immediately upon receipt of the e-mail.

Request Status

Once a request is submitted, NTD begins its processing the request or declaration. When the process is complete, it is given a final status that the transit agency is able to view.

The status column is intended to inform the transit agency about the progress of each request. Distinct statuses apply to the different request types. The following is a list of the potential statuses and their meanings:

- **Not Submitted:** The request was not submitted to NTD. The request remains available to the transit agency for editing and saving but is not valid until submitted to NTD.
- **Received:** The request was successfully submitted to NTD. NTD staff will review and take action, if appropriate, on the request.
- **Approved:** The request was reviewed and approved by FTA.
- **Approved with Issues:** Issues were found with the request but were not substantial enough to prevent FTA approval.
- **Denied:** FTA denied the request.

Viewing a Submitted Request

Official notification from NTD is necessary for a request to be considered approved or denied. When such an action is taken by NTD, the status column will no longer appear as Received but will instead reflect the appropriate status. A status other than received indicates that NTD processed the request. Once the status changes, the user should review NTD's official response.

In order to view submitted requests, click on the hyperlink for the request you want to edit. The text of the request will be displayed for the **Template**, or there will be a link for the **Letter Attachment** (as there was when editing). However, since this request was already submitted, the **Save** and **Submit** buttons will no longer be available to the user.

When you access the **e-File Summary** screen, there may be two links for attached files. This occurs if you submitted an attached document to NTD. The submitted document will be the first link you see. The second link is the official response from NTD. To view the response, simply click on the link and select **Open Document** when prompted by the operating systems dialog box.

Outgoing NTD Correspondence

Failure to Report, Late Report, Incomplete Report and Failure to Respond letters are sent to transit agencies that do not comply with NTD reporting requirements. Electronic copies of the letters are submitted to transit agencies via the **e-File** tab.

e-File at the End of the Year

At the end of the report year the **e-File Summary** screen provides a picture of an entire report year. The number of requests will vary by transit agency; however, all correspondence between the transit agency and NTD is captured. Most important, when the transit agency is closed out, under **Report Stage** the status **Closeout** appears, and a closeout letter is listed.


NTD Internet Reporting - Forms Summary Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help

Module	Form Name	Mode / Service	Update User	Update Date	Issues C	Issues I
Basic Information						
	Identifiction (B-10)		CEO1014	10/20/04	0	0
	Contacts (B-20)		CEO1014	10/30/04	0	0
	Contractual Relationship (B-30) A to Z Elderbus - DR		CEO1014	1/24/05	0	0
Financial						
	Sources of Funds - Funds Expended and Funds Earned (F-10)		CEO1014	1/24/05	0	0
	Uses of Capital (F-20)		CEO1014	10/20/04	0	0
	Operating Expenses (F-30)	DR DO	CEO1014	10/26/04	0	0
	Operating Expenses Summary (F-40)		CEO1014	10/20/04	0	0
Assets						
	Stations and Maintenance Facilities - DO (A-10)	DR DO	CEO1014	10/26/04	0	0
	Revenue Vehicle Inventory (A-30)	DR DO	CEO1014	10/7/04	0	0
Services						
	Service Non-Rail (S-10)	DR DO	CEO1014	10/21/04	0	0
Resources						
	Employees (R-10)	DR DO	CEO1014	10/26/04	0	0
	Maintenance Performance (R-20)		CEO1014	10/26/04	0	0
	Energy Consumption Non-Rail (R-30)		CEO1014	10/26/04	0	0
Federal Funding Allocation Statistics						
	Federal Funding Allocation Statistics (FFA-10)	DR DO	CEO1014	3/8/05	0	0

Forms: Providing Data to NTD

Click on the **Annual** tab to open the **Forms Summary** screen. The **Forms Summary** screen lists the 2006 NTD modules and provides links to the specific forms, within each module, that your transit agency is required to complete.

Initially, the **Forms Summary** screen only provides access to two forms within the Basic Information Module:

1. Identification form (B-10), and
2. Contact form (B-20).

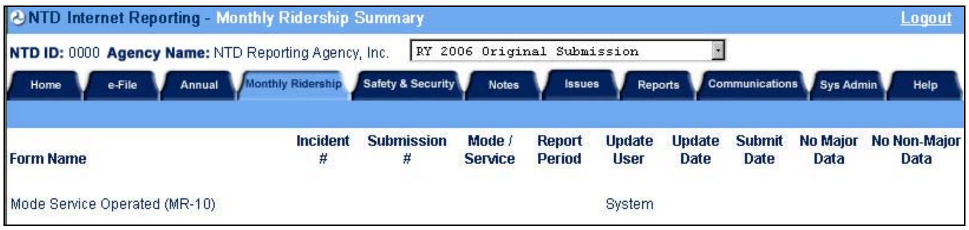
After the transit agency reviews, completes and saves the Identification form (B-10), Internet Reporting automatically generates the forms necessary to complete the NTD Annual report.

The forms generated are dependent upon the number of vehicles operated in annual maximum service by mode and type of service, the UZA size, whether a Nine or Fewer Vehicles Waiver request has been indicated and whether the seller in a purchased transportation agreement is filing a separate NTD Annual report. (All form-by-form instructions and reporting details are incorporated into the form specific sections of this manual.)

After the Identification form (B-10) has been saved the **Forms Summary** screen provides access to forms that your transit agency is required to complete. The mode and type of service, the update user and update date, and the number of issues for the each form are also displayed.

The **Forms Summary** screen also allows a transit agency to add a Contractual Relationship form (B-30). Currently a Contractual Relationship form (B-30) is automatically generated for purchased transportation agreements, i.e., contracts that existed in the transit agency's previous year report if at least one mode designated on that form is also reported on the Identification form (B10) for the current reporting year.

If the transit agency needs to add a new contract, an additional form can be created by clicking the **Add Form** button at the bottom of the Forms Summary screen and selecting Contractual Relationship form (B-30) from the **Drop-Down** menu.

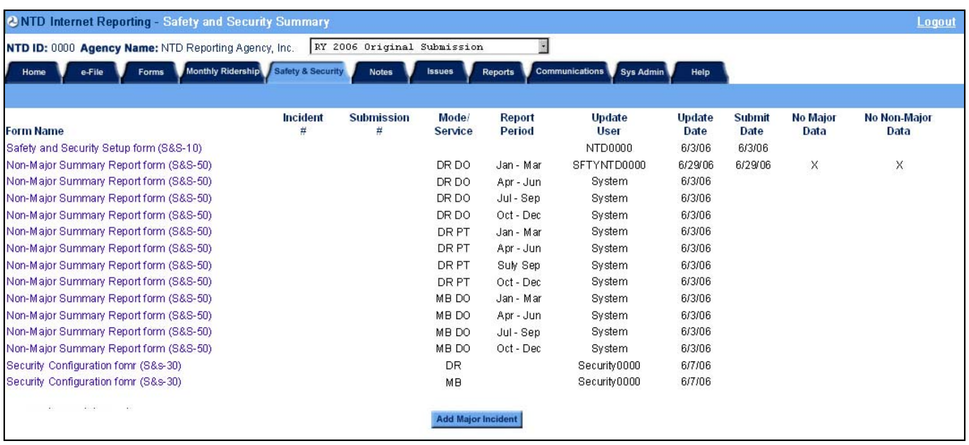


Form Name	Incident #	Submission #	Mode / Service	Report Period	Update User	Update Date	Submit Date	No Major Data	No Non-Major Data
Mode Service Operated (MR-10)					System				

Monthly Ridership: Providing Ridership Data to NTD

Click on the **Monthly Ridership** tab to open the **Monthly Ridership** screen. This screen provides access to the Monthly Ridership Module forms for editing and submitting your report to FTA.

Form-by-form instructions and reporting details for the Monthly Ridership Module are included in the Monthly Ridership Reporting Manual.

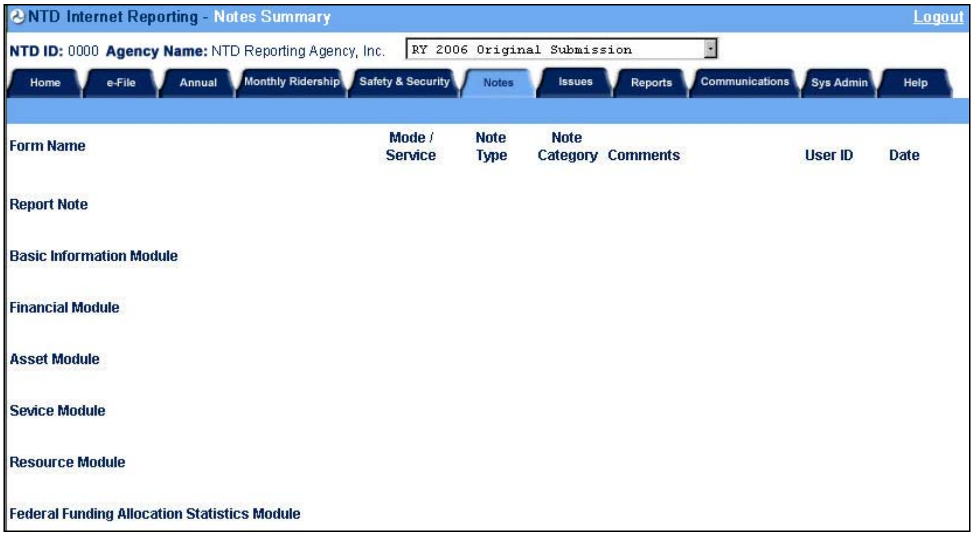


Form Name	Incident #	Submission #	Mode/ Service	Report Period	Update User	Update Date	Submit Date	No Major Data	No Non-Major Data
Safety and Security Setup form (S&S-10)					NTD0000	6/3/06	6/3/06		
Non-Major Summary Report form (S&S-50)			DR DO	Jan - Mar	SFTYNTD0000	6/29/06	6/29/06	X	X
Non-Major Summary Report form (S&S-50)			DR DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Suly Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Oct - Dec	System	6/3/06			
Security Configuration fomr (S&s-30)			DR		Security0000	6/7/06			
Security Configuration fomr (S&s-30)			MB		Security0000	6/7/06			

Safety and Security: Providing Data about Incidents

Click on the **Safety and Security** tab to open the **Safety and Security** screen. This screen provides access to the Safety and Security Module forms for editing and submitting your report to FTA.

Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Reporting Manual.



Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. Internet Reporting allows the transit agency to create a **Form Note** for information applicable to the overall form.

Creating a Form Note

To create a **Form Note** click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet Reporting will take you to the **Form Notes** screen for the specific form. Internet Reporting will pre-fill the mode and type of service (if applicable) for which the note is created. The transit agency completes the note comment.

To save a **Form Note,** click on the **Save** button at the bottom of the screen. To return to the form being edited without saving the note, click on the **Cancel** button.

Reviewing Form Notes

Click on the **Form Notes** tab to view the **Form Notes** screen. You can review the **Form Notes** associated with a specific form or all **Form Notes** for the report. While working in a form click on the **Form Notes** tab to display the **Form Notes** screen for the form. The form name and mode / type of service will be displayed just beneath the tabs.

Editing Notes

While you are in **Working Data** you can edit a note after it has been created. Click on the **Edit Note** link in the far right column on the **Form Notes** screen. Once the NTD Annual report is submitted the notes are frozen and cannot be edited. Notes can only be edited while in the **Working Data** report data set.

Notes are frozen with each submission. If the report is sent back to the transit agency and notes are reviewed or added, the previously submitted notes will not be affected.

Printing Form Notes

Form Notes are printed as part of each form's report that is generated using the **Print** button at the bottom of each form. All **Form Notes** can be printed from the **Reports** tab by clicking the **All Form Notes** link. (**Form Notes** are not included in the **All Portrait** and **All Landscape Forms** reports listed on the **Reports** tab.)

Issues: Validating Data

The **Issues** screen, accessed by clicking the **Issues** tab, highlights potential problems with specific data items identified through the NTD validation process.

In support of the NTD validation process an NTD analyst is assigned to each transit agency. NTD analysts are available to assist transit agency personnel and may be contacted at the NTD Project Office. Refer to Exhibit 7 in the Introduction section of this manual for NTD contact information.

The NTD validation process ensures that NTD reporting requirements are met and that the reported data fall into reasonable ranges and make sense. Validation checks include:

- Range checks for typical values found among transit agencies with similar operating characteristics
- Logic checks between data items on different NTD forms
- Time series checks against previous years' data to identify data that have changed significantly.

NTD validation is an interactive, iterative process with two alternating phases:

1. Pre-submission (working data report stage) validation — automatic review prior to submission of the NTD Annual report
2. Post-submission (the original submission or a revision report stage) validation — review by the NTD analyst after submission of the NTD Annual report.

Pre-Submission Validation

Internet Reporting automatically performs issue checks after a form is saved allowing the transit agency to assess the completeness and reasonableness of its data prior to submission to FTA.

Since some issues checks are performed using data items from more than one form, it is best to respond to issues after all forms are completed.

Issues are classified by issue type according to severity and action required in order to submit the NTD Annual report:

- **C (Critical):** The transit agency is not able to submit the NTD Annual report until all **Critical** issues are corrected.
- **I (Important):** The transit agency is not able to submit the NTD Annual report until all **Important** issues are corrected or explained through a Comment associated to the issue. Comments are added to a particular issue via the **Add Comments** link located adjacent to each issue on the **Issues Summary** page.

The **Forms Summary** screen identifies the number of issues by each type for each form.

Issues are available for review on the **Issues** tab. Clicking on the **Issues** tab from the form provides a complete listing of the issues applicable to that form. Clicking on the **Issues** tab from the **Annual Report Home** page or the **Forms Summary** screen provides a complete listing of all issues on all forms.

Prior to the original submission, issues are deleted as the transit agency corrects data and resaves a form. Important issues that remain when the NTD Annual report is submitted will continue to be available for review on the Issues tab. Any corrections or explanations subsequent to the original submission will be recorded and available for review by the transit agency and the NTD staff.

As with **Form Notes**, the issues will be frozen with each submission, and will not be altered if the report is returned and issues are revised.

Remember to save after entering form notes and before submitting your report.

Post-Submission Validation by NTD Analysts

After the transit agency submits the NTD Annual report the report is frozen as the **Original Submission** report stage. At this point in the process the data cannot be edited by the transit agency. This is also true of each re-submission (revision).

The issues will undergo a series of reviews by NTD staff during which the issue status may be changed. At each stage, the transit agency should revise forms as necessary, review issues, respond to the issues, save and re-submit the report. The status of an issue is not considered to be final until the Closeout letter has been generated.

Exhibit 7 — Issue Status

Active	Issues that require review by the transit agency.
Active with Comments	After a transit agency reviews and adds comments to an **Active** issue, the issue is assigned an **Active with Comments** status.
Questionable	Issues may be included in a Closeout with Issues letter and pertinent data is indicated as **Questionable** in publications.
Under Review	NTD analysts recommend that these issues have been sufficiently addressed by the transit agency.
Reviewed	Recommendation to FTA that no further action is necessary by the transit agency.
Fixed	Issues corrected by the transit agency by revising those data item(s) which caused the issue to be generated originally. No further action is required by the transit agency for these issues.

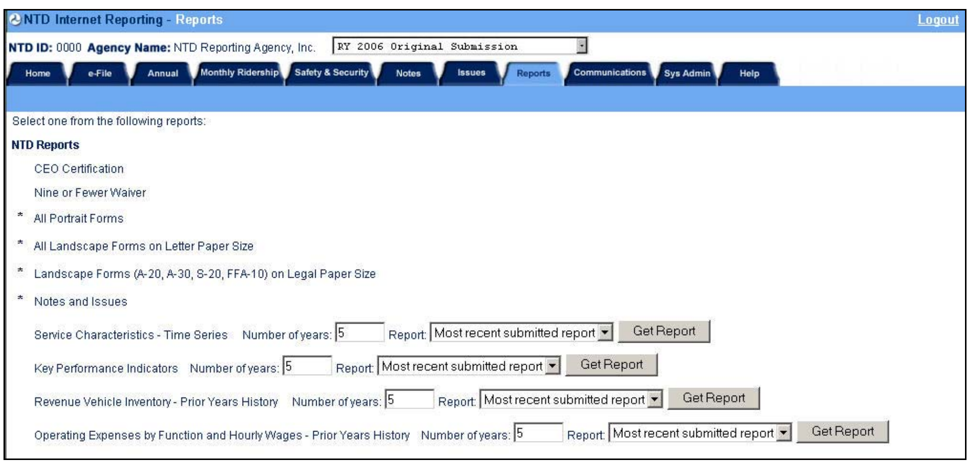
As the report is moved through the validation process, the NTD analysts review the reported data and recommend to FTA to either accept the transit agency's issue comments or designate the issue as **Active** for further review by the transit agency. Upon completion of their review the NTD analysts will once again make the report available to the transit agency as **Working Data**. Doing so allows the transit agency to further edit the report or provide more information. Review by both the transit agency (in working data stage) and NTD analysts (in revision stages) continues until all issues have been designated as **Fixed**, **Questionable** or **Reviewed**. The report will then move to the Closeout report stage.

Closeout: Completion of Issue Validation

The validation process ends with the generation of the Closeout letter for a transit agency:

- A Closeout without Issues letter is generated if all issues have either been **Fixed** or **Reviewed**
- A Closeout with Issues letter is generated if there are **Questionable** or remaining issues at closeout.

These letters can be accessed from the **e-File** tab. Transit agencies should not to respond to a Closeout letter.



Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report

Click on the **Reports** tab to display the **Reports** screen. This screen provides access to several reports available to assist you in preparing your NTD Annual report.

Before a report can be successfully opened the **Crystal Reports Viewer** must be downloaded to your personal computer (PC). Please refer to the section on **Printing** for instructions on downloading this viewer and also for viewing, printing and exporting a report.

To open a report click the corresponding link on the **Reports** screen.

The following report links are available on the **Reports** screen:

- All Portrait Reports
- All Landscape Reports
- All Form Notes Report
- All Issues Report
- Service Characteristics – Five-Year History
- Performance Indicators – Five-Year History
- Revenue Vehicle Inventory – Prior Year's History
- Operating Expenses by Function and Hourly Wages – Prior Year's History.

All Portrait Form Reports

Click on the **All Portrait Forms** and **All Landscape Forms** links to open all of the NTD Annual report forms. You will not need to alter your printer orientation settings as these will be set automatically.

The individual form reports included in the **All Portrait Form** reports include:

- Identification form (B-10)
- Contacts form (B-20)
- Sources of Funds – Funds Expended and Funds Earned form (F-10)
- Uses of Capital form (F-20)
- Operating Expenses form (F-30)
- Operating Expenses Summary form (F-40)
- Operators' Wages form (F-50)
- Stations and Maintenance Facilities form (A-10)
- Service form (A-20)
- Employees form (R-10).

All Landscape Form Reports

The individual form reports included in the **All Landscape Form** reports are:

- Transit Way Mileage form (A-20)
- Revenue Vehicle Inventory form (A-30)
- Maintenance Performance form (R-20)
- Energy Consumption form (R-30).

The reports for the Contractual Relationship (B-30), Fixed Guideway Segments (S-20), and Federal Funding Allocation Statistics (FFA-10) reports are not included in the All Landscape Reports at this time. To print these forms use the Print button on each form screen.

The Form Notes and Issues associated with each form are not included in these reports. (They are, however, included on the individual form reports generated as a result of clicking the **Print** button on each form screen.)

All Form Notes Report

Click on the **All Form Notes Report** link to print all of the Form Notes associated with the NTD Annual report as viewed on the **Form Notes** screen.

All Issues Report

Click on the **All Issues Report** link to print all of the Issues associated with all of the NTD Annual report as viewed on the **Issues** screen.

For all of these reports, the default will be a five-year history. However, the user can change the report to show more years' history using the drop-down list.

Service Characteristics

Click on the **Service Characteristics** link to view the Service Characteristics report. This report provides the number of vehicles operated in maximum service, the vehicle revenue hours and miles, the deadhead hours and miles, the total actual hours and miles, the number of unlinked passenger trips, the number of passenger miles and the total operating expense for each mode and type of service operated for the current reporting year and four years prior with the percentage of variation from year to year.

Key Performance Indicators

Click on the **Performance Characteristics** link to view the Performance Characteristics report. This report provides the trip length, load factor, revenue speed, deadhead speed, cost per hour, cost per mile and cost per passenger for each mode and type of service operated for the current reporting year and four years prior with the percentage of variation from year to year.

Revenue Vehicle Inventory – Prior Year's History

Click on the **Revenue Vehicle Inventory – Prior Year's History** link to view the Revenue Vehicle Inventory – Prior Year's History report. This report provides the total fleet, active fleet, ADA fleet, and average fleet age for each mode and type of service operated for the current reporting year and four years prior with the percentage of variation from year to year.

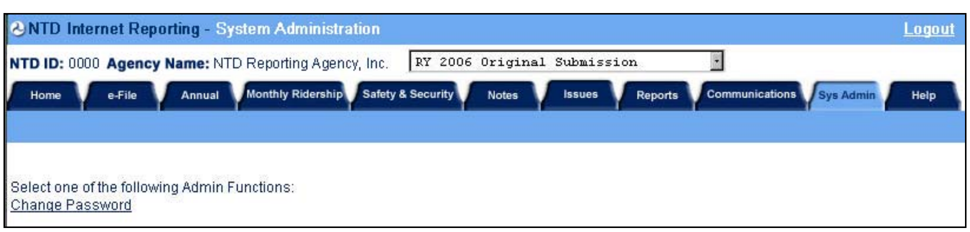
Operating Expenses by Function and Hourly Wages – Prior Year's History

Click on the **Operating Expenses by Function and Hourly Wages – Prior Year's History** link to view the Operating Expenses – Prior Year's History report. This report provides the vehicle operations expense, vehicle maintenance expense, non-vehicle maintenance expense, general administration expense, vehicle operations hourly wage rate, vehicle maintenance hourly wage rate, non-vehicle maintenance hourly wage rate and general administration hourly wage rate for each mode and type of service operated for the current reporting year and four years prior with the percentage of variation from year to year.

Date	Agency	Analyst	Logger	Process	Comm. Type	Subject	Attachment
3/22/05	1014	jhalteh	jhalteh	Other	Message	Other	
3/08/05	1014	jhalteh	CEO1014	Report Submission	Message	Report Submission	
11/12/04	1014	jhalteh	jhalteh	Annual Report CEO Certifiction	Message	CEO CERTIFICATION	Open 48128 bytes
11/12/04	1014	jhalteh	jhalteh	IAS: FFA	Message	AUDITOR STATEMENT	Open 31744 bytes
11/03/04	1014	jhalteh	CEO1014	Report Submission	Message	Report Submission	

Communications Summary: Viewing a History of Correspondence with NTD

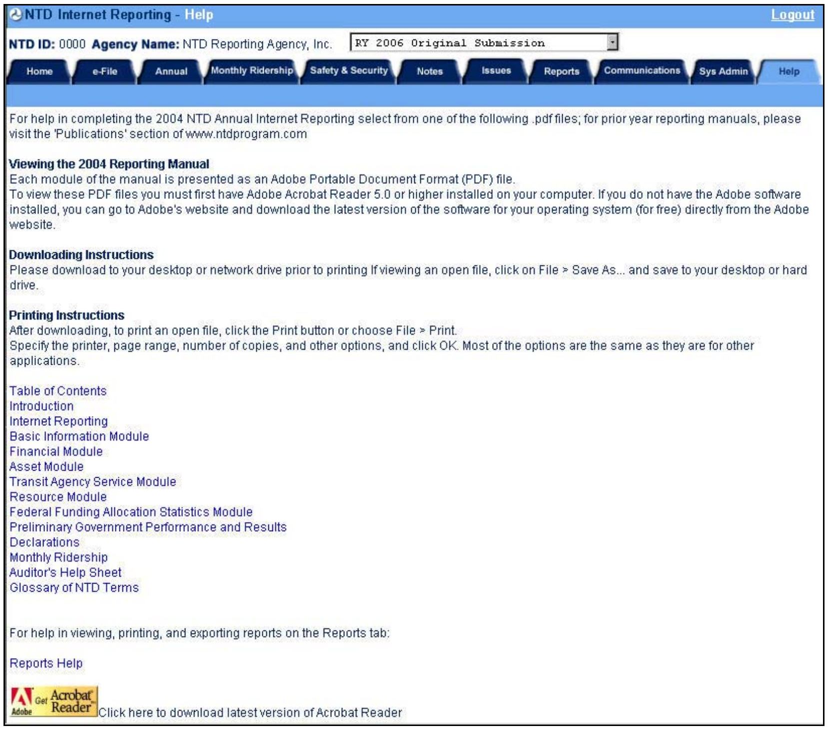
The **Communications** tab gives transit agencies a centralized area in which to view their past correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.



Sys Admin: Changing Your Password

The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every ninety days. You can change your password at anytime on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. The screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.



Help: Obtaining More Information

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the 2006 Urbanized Area Reporting Manual for additional help in completing the NTD Annual report forms. The **Help** screen displays the table of contents for the Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

A **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Viewing, Printing and Exporting Reports

Reports can be generated within the Internet Reporting system from either the **Reports** tab or from the individual form screens.

For trouble-shooting information refer to the **Announcement** section of the **Annual Report Home** page.

Downloading the Crystal Reports Viewer

In order to facilitate viewing, printing and exporting of reports Internet Reporting utilizes the Crystal Reports downloadable viewer and writer. You will be prompted to download the **Crystal Smart Viewer** for Active X free of charge the first time the print functionality is accessed, (a report link is clicked on the **Reports** tab or the **Print** button is clicked on a form page.). This download occurs only once and is absolutely necessary to view or print a report.

Viewing a Report Online

Click on the **Report** link on the **Reports** tab to display the report within the **Crystal Reports Viewer**. Use the scroll bar or the following navigation buttons to scroll through the report:

- To go to the next page, use the right arrow
- To go to the previous page use, the left arrow
- To go to the last page, use the right arrow with a line to the right
- To go back to the first page, use the left arrow with a line to the left .

You can also search for text within a report by clicking on the binoculars icon to display the **Search** dialogue box and then entering the text or key word you wish to find in the **Find What** field. If the text you entered is found within the report, it will be outlined in red.

To Print a Report from the Report Tab

Click on the **Report** link to display the report within the **Crystal Reports Viewer**. Click the **Print Report** button (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

To Print a Form Report from a Form Screen

Click on the **Print** button supplied at the bottom of the form screen to display the report in the **Crystal Reports Viewer**. Click the **Print Report** button (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

Exporting Reports

From the **Reports** screen, click on the link for the report you wish to export. The report will display in the **Crystal Reports Viewer**. Select **Export Report** (envelope icon) in the left corner of the viewer. The **Report Export Viewer** window will be displayed.

In the **Save In** field, select the local or network drive where you would like your export file to be saved. From the **Save As Type Drop-Down** list field, select from one of the following export file formats:

- Microsoft Word (*.doc)
- Microsoft Excel (*.xls)
- Acrobat (*.pdf)
- Rich Text (*.rtf).

Enter the name of the export file in the **File Name** field and click the **Save** button.